

## **Minutes of the Comprehensive Sustainable Energy Committee of December 17, 2007**

Pursuant to notice filed with the Town Clerk, the Sustainable Energy Committee (Committee) met at 7:30 p.m. in the first Floor Meeting room at 141 Keyes Road.

Present:

Brian Crounse

Sean Detweiler

Pamela Hathaway

Tyke Crowley

Jim Smith

Mr. Crounse convened the meeting at 7:35 p.m.

He explained that the purpose of the speaker series is to share knowledge and to raise awareness of options for energy efficiency and renewable energy. He then introduced Sandy Creighton.

**Guest speaker: Sandy Creighton,  
Energy Advisor from Climate Energy**

Mr. Creighton thanked the committee for inviting him and introduced his two slide presentations: Green Energy for the Home and Greening this Old House. He began the first presentation with an overview on energy use in the Northeast, costs associated with specific energy sources and the carbon emissions from energy sources. The remaining discussion focused on a new technology, Combine Heat and Power (CHP).

John Odell from the Concord Municipal Light Plant briefly discussed Electric Thermal Storage (ETS), which allows storage of energy at night to use during peak hours.

Mr. Creighton next presented the PowerPoint, "Greening Our Old House", which focused on how he renovated his house to be more energy efficient.

**Mr. Crounse thanked the speaker,  
directed any questions to the back of the room  
and asked the Committee to gather to address the board agenda items.**

Mr. Crounse welcomed new member, Jim Smith and asked the Board members to introduce themselves.

### **Review of Minutes from November 19, 2007**

Ms. Hathaway moved to accept the minutes as written. Mr. Detweiler seconded. All **VOTED** in favor.

### **Check contact information for Board members.**

Mr. Crowley asked the members to review the contact information for the Board members and edit, if necessary, while the CSE is trying to schedule their meetings for 2008.

### **Review Meeting Schedule for upcoming meetings**

Mr. Crowley summarized the available dates for the Board members are Tuesday and Wednesday evening. He explained the availability of rooms at 141 Keyes Road. The Board decided to try to schedule their meetings on the first Tuesday of the month at 7:00pm at 141 Keyes Road in the 1<sup>st</sup> floor meeting room. The January meeting will be either the 8<sup>th</sup> or the 15<sup>th</sup> to be determined over email.

### **Update on Municipal Energy Audits**

Mr. Crowley noted that Mr. Fulman acquired the audits and asked if everyone received the audits via email. Mr. Crowley suggested trying to get updated energy bills from the date of the audits up to the current date.

Mr. Crounse said he would delegate members to review and summarize one to two audits. He volunteered to create an Excel spreadsheet to categorize the pertinent information.

Mr. Crowley also suggested trying to get square footage of the buildings with the idea to use Energy Star Portfolio Energy Manager to evaluate the buildings energy use against similar buildings and to prioritize the buildings. All agreed on this approach.

Mr. Crounse commented that the members had concerns with the consistency of the audits, while Ms. Hathaway wondered why not all the schools were audited.

### **Update on Sawyer Trust**

Mr. Crounse reported that Mr. Howe has not yet informed the CSE whether or not the Town Manager is supportive of the Committee's general idea of creating a review process for recommending how to allocate the Sawyer Trust. He stated that he is schedule to meet with the Town Manager on January 7<sup>th</sup> at 8:30am. Mr. Crounse, Ms. Hathaway and Mr. Detweiler will attend the meeting.

The Committee agreed that Mr. Detweiler presented a good idea for a process. All agreed to continue think about ways to create a process, while Ms. Hathaway volunteered to create some criteria used to make recommendations.

### **Present ideas for January article on the theme of "Energy New Year's resolutions"**

Mr. Crounse mentioned he might delegate the task of writing this letter. Ms. Hathaway asked about deadlines to submit to the Concord Journal, which was answered. She then volunteered to work on the letter and to get the article topics for the Concord Climate Action group. Mr. Crowley offered to work with Ms. Hathaway on the letter.

**Tasks Assigned**

Brian Crounse—volunteered to delegate members to review the energy audits and to create an Excel spread sheet as a template to be used to summarize the audits.

Sean Detweiler —volunteered to meet with the Town Manager on Jan. 7<sup>th</sup> at 8:30am and to refine the process in regard to the Sawyer Trust.

Pamela Hathaway —volunteered to meet with the Town Manager on Jan 7<sup>th</sup> at 8:30am, to develop criteria for the potential recommendation on allocating funds of the Sawyer Trust, to get the article topics for the Concord Climate Action and to work with Mr. Crowley to submit a letter to the Concord Journal for Energy Tips for the Jan. 8<sup>th</sup> deadline.

Tyke Crowley —volunteered to continue to get a building inventory for Town owned buildings, to continue working on getting updated information in regards to the energy audits and to work with Ms. Hathaway to submit the letter to the Concord Journal.

Mr. Crounse suggested that everyone else will continue working on the ideas for a process to offer a recommendation on the allocation of the Sawyer Trust.

**Potential Action Items for the next meeting on  
January (Date TBD), 2008 at 141 Keyes Road at 7:00p.m. .**

1. Update on energy audits.
2. Update on possible process for recommending projects for funding by the Sawyer Trust.
3. Discuss possible additional goal: establishment of an energy use/carbon baseline.
4. Review end of the Year Report.
5. Present ideas for speakers and topics.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Tyke Crowley,  
Vice Chair/Clerk